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BEVERLY FRAME
CLERK OF SUPERIOR COURT
YUMA, ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF YUMA

IN THE MATTER OF:

ESTABLISHING ONE ADDITIONAL
POSITION OF RECORDS COMMUNICATION
ASSISTANT III, OFFICE OF THE CLERK
OF THE SUPERIOR COURT.

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)
) Administrative Order 91-15
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This court finds:

1. The 1991/92 fiscal year budget request of the Clerk of the Superior Court requested funds for the hiring of five new employees consisting of two courtroom stenographers and three records communications assistants III.

2. In its initial consideration of the budget request of the Clerk of this Court the Board of Supervisors deleted the request for funding of two of the three records communications assistant III positions.

3. For not less than 16 years the Yuma County Board of Supervisors has refused to fund adequately staffing of the office of the Clerk of the Superior Court, resulting in that officer of this court being unable timely to perform duties imposed upon that office. Examples of such failures are these:

1 a. The Clerk is required by A.R.S. sec. 41-1751
2 to furnish to the criminal identification section of
3 the Department of Public Safety information pertain-
4 ing to each court disposition of a felony where
5 incarceration or fingerprinting of the person
6 occurred, including any guilty plea, conviction,
7 acquittal, probation granted and plea of guilty to a
8 reduced charge or charges, within 40 days of the
9 final disposition. The Clerk is now behind 5 years
10 in furnishing this required information to the
11 Department of Public Safety.

12 b. The Clerk is now behind 1 year in reconciling
13 bank statements with child support collections of
14 approximately \$3,000,000 a year.

15 c. The Clerk is now behind 1½ years in entering
16 civil jury fee judgments into the judgment docket and
17 recording those judgments which are outstanding as
18 liens against the judgment debtors.

19 d. The Clerk is now behind 6 months in recording
20 judgments in the court's judgment docket.

21 e. The Clerk is now behind 6 months in filing
22 a required monthly statistical report concerning
23 court activity with the Arizona Supreme Court.

24 f. The Clerk is now 8 weeks behind in the
25 preparation and filing of minutes (records of court
26 proceedings in individual cases) for the fourth
27 division of this court.

28 g. The Clerk is now behind 6 months in giving

1 notice to parties in pending cases that the cases are
2 subject to dismissal for lack of activity, and the Clerk
3 is 6 months behind on securing dismissals on those
4 cases in which the prior notice has been given.

5 h. The Clerk is now behind 1 year in placing
6 new child support cases into the computer system.

7 i. The Clerk is now behind 1 year in inventorying
8 child support orders and modification orders concerning
9 child support.

10 j. Financial daily postings are two weeks behind.

11 k. End-of-the-month transmittal of funds to the
12 Treasurer are occurring 7 days late.

13 l. Arrest warrants ordered by the court are
14 routinely not being issued promptly.

15 m. All but 3 employees of the Clerk's office
16 have failed to complete even half of the mandatory
17 educational requirements of the Supreme Court for
18 1990/91 due to the backlogs above described in
19 addition to other delays not listed.

20 4. As a result of the stress resulting from continued
21 understaffing, turnover of employees in the Clerk's office has
22 been unusually high over the years, resulting in frequent
23 training of replacements, which in turn contributes to delays
24 in the performance of required duties of the Clerk.

25 5. Installation of computer equipment for which funding
26 is sought in the 1991/92 budget will result in reduction of delays
27 in the performance of courtroom stenographers but will have
28 little effect on the performance of duties of personnel required

1 to deal with the public every day outside the courtroom.

2 Therefore, it is ORDERED the Board of Supervisors of the
3 County of Yuma, State of Arizona, forthwith reinstate and approve
4 the funding of two positions of records communications assistant
5 III for the Clerk of the Superior Court, which funds were earlier
6 deleted by the Board of Supervisors from the 1991/92 budget of
7 the Clerk of the Superior Court, to permit the Clerk to fill
8 those positions at the earliest possible date following
9 adoption of the final budget for 1991/92.

10 DATED this 27th day of June, 1991.

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13 Presiding Judge
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